

CIA INTERNAL USE ONLY

Pers 17-5

MEMO FOR: Chief, BSD

SUBJECT : Commendatory Retirement Letters

1. The Deputy Director of Central Intelligence has approved the attached sample letters for our general use. These have been modified to reflect the recent decision to prepare such letters for General Cabell's signature rather than that of the Director.

2. General Cabell has also approved our suggestion that the formal transmittal memorandum from the Director of Personnel for each retirement letter be eliminated. However, he wants to be sure that our substitute contains pertinent information. The following format will be used for this purpose:

(Typed on 3 x 5 note paper; do not use cards. One carbon copy for this office plus such copies as you may want for your files.)

Employee's Name Type and eff. date of retirement

Title, grade Office Age

Length of Agency service and principal assignments,

Other Government service (name department or agency and specify any military service),

Special remarks which may be pertinent, such as:
nature of disability in disability retirement;
recent or current Honor Award; any known plan to
retain as consultant.

3. General Cabell will be away for the next week or so. If possible, we should delay sending up retirement letters until his return.



DEK/O/Pers

Distribution:

- 0 - Addressee w/atts
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